

SAMPLE



**STATEWIDE HUMAN SERVICES
INFORMATION & REFERRAL PROGRAM**

COUNCIL OF COMMUNITY SERVICES, I&R

QUARTERLY REPORT

FOR THE PERIOD OF

April 1, 2005 – June 30, 2005

1-800-230-6977

www.vaiandr.com

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EXECUTIVE SUMMARY

SIGNIFICANT OUTCOMES FOR THE STATEWIDE I&R FOR

APRIL 1 - JUNE 30, 2005

(List significant outcomes for the quarter)

Use Annual Report as a guide (pages 6, 7, 8 and 9).

For example: Number of contacts = monthly totals and the grand total (telephone, face-to-face/internet)

Number Top Ten

Pull information from work plan, this may include:

- 2-1-1
- Partnership Agreement/contracts
- Internet/Web Site
- VAIRS
- Funds from other resources

RECOMMENDATION FOR CHANGE

(List any recommendations)

COSTS FOR SERVICES

April	\$
May	
June	
Quarterly Total	\$ _____

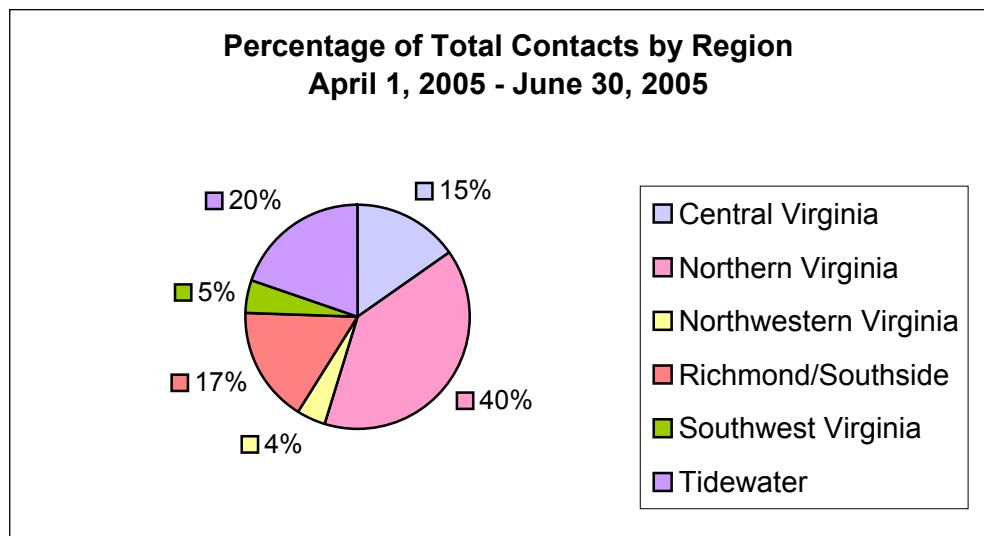
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ATTACHMENTS

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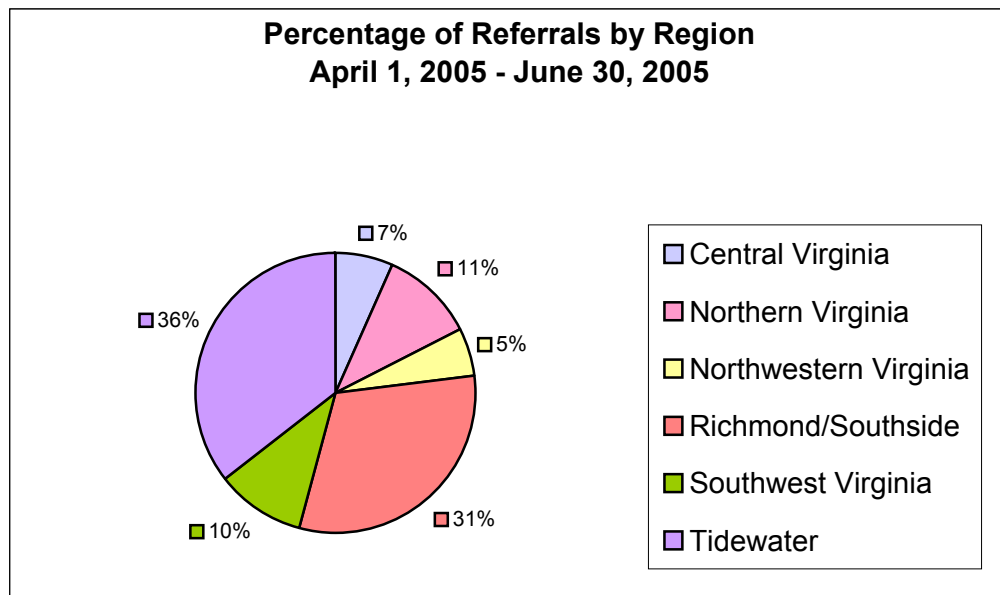
(List charts like those in the annual report pages 6, 7, 8, and 9 for the quarter. List each page as Attachment A, Attachment B, etc.)

STATEWIDE INFORMATION & REFERRAL PROGRAM Number of Contacts With People Needing Assistance April 1, 2005 – June 30, 2005		
Region	Number	Percent
Central Virginia		
Northern Virginia		
Northwestern Virginia		
Richmond/Southside		
Southwest Virginia		
Tidewater		
Total		



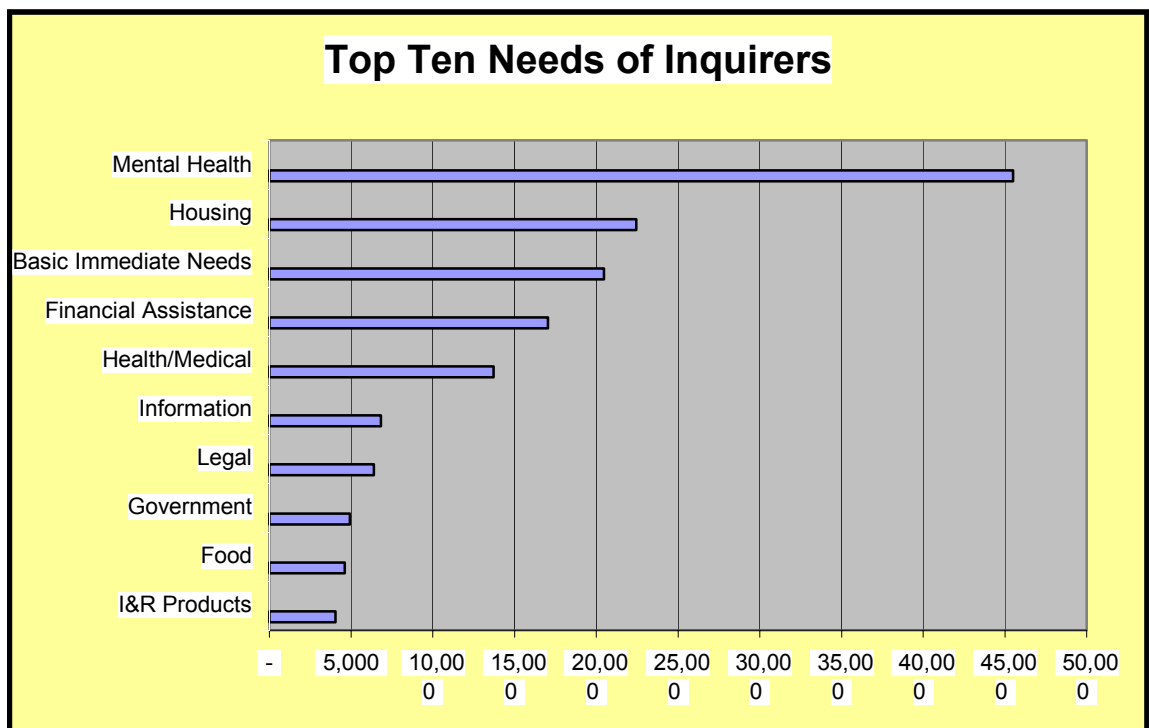
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STATEWIDE INFORMATION & REFERRAL PROGRAM		
<i>Number of Referrals to Human Service Resources</i>		
April 1, 2005 – June 30, 2005		
Region	Number	Percent
Central Virginia		
Northern Virginia		
Northwestern Virginia		
Richmond/Southside		
Southwest Virginia		
Tidewater		
Total		



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STATEWIDE INFORMATION & REFERRAL PROGRAM		
<i>Top Ten Needs of Information & Referral Inquirers</i>		
April 1, 2005 – June 30, 2005		
Category	Number	Percent
Mental Health		
Housing		
Basic Immediate Needs		
Financial Assistance		
Health/Medical		
Information		
Legal		
Government		
Food		
I&R Products		
TOTAL		



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STATEWIDE INFORMATION & REFERRAL PROGRAM		
TOP FIVE UNMET NEEDS		
April 1, 2005 – June 30, 2005		
Need	Number	Percent
Rent Aid		
Information Requested		
Other Utility Assistance		
Emergency Housing/Shelter		
Heating Assistance		
Total		

Needs of inquirers go unmet when community resources are insufficient to meet the need. Specific circumstances include resources that do not exist or with closed waiting lists, as well as inquirers ineligible for a particular service or who lack transportation or who cannot afford a service.

